

KALAMAZOO COMMUNITY FOUNDATION
Employment Opportunity

Kalamazoo Community Foundation has the following employment opportunity and is seeking qualified candidates with a strong sense of intellectual curiosity, innovation, social awareness and judgment who have the ability to think in a multifaceted way.

Position Title: **HUMAN RESOURCES/OFFICE MANAGER**

Reports To: Vice President, Finance & Administration
Hiring Pay Range: \$45,600 - \$54,700 annually (Based on full time)
Position Status: Part time (approximately 20 hours/week)

Qualified candidates may express interest in this position by submitting their resume to hr@kalfound.org.

Responses must be received by March 8, 2012.

General Description:

Manages the human resources and payroll functions and the daily operations and office management of the organization. Provides supervision to the Finance/HR Coordinator and Receptionist/Office Assistant. Acts as the organization's HIPAA Compliance Official and oversees the organization's privacy policies and procedures related to the Health Insurance Portability and Accountability Act. Works with leadership to ensure the development and implementation of culturally competent practices and actively participates in a team oriented structure to serve the needs of the organization's internal and external customers.

Position Functions:

- Oversees all HR functions including staffing, orientation and onboarding, compensation, benefits, policy development and implementation, and legal compliance
- Oversees all activities related to payroll including tax filings
- Oversees office management including liability/D&O insurance, equipment and supply purchases and office repair and maintenance
- Supervises assigned support staff. In doing so, assigns, plans and reviews work; establishes priorities; instructs and trains employees; supervises projects; conducts performance evaluations and corrective action or job counseling; and participates in hiring and terminations.
- Oversees all activities related to HIPAA compliance

Knowledge, Skills & Abilities:

- Requires a bachelor's degree in human resources, business or related field or an equivalent combination of training and relevant work experience and two to four years progressively more responsible experience in human resources, payroll and office management with proven ability to accept higher levels of responsibility.
- SPHR or PHR certification and knowledge of and experience in inter-cultural competencies preferred.

More details about the position are available online at: www.kalfound.org.

Established in 1925, the Kalamazoo Community Foundation is one of the oldest and most successful community foundations in the country. With assets of more than \$300 million, we each year invest more than \$15 million in the community in the form of grants to nonprofit organizations. About 40 percent of our assets are unrestricted, which provide resources to support nonprofits addressing immediate community needs, as well as those looking for long-term solutions to persistent challenges. We offer a competitive benefits package, team-oriented, performance excellence atmosphere, and opportunities to collaborate with people from cultural backgrounds other than your own. We believe the strength of our organization depends on our commitment to value, respect and embracing diversity. We believe diversity encompasses, but is not limited to, ethnicity, race, age, gender identity, sexual orientation, economic circumstance, physical and mental abilities and characteristics, and philosophy. We are an equal opportunity employer and are on the journey to become an anti-racist organization.